

DPC

1/14/14

कमल प्रीत, भा0व0से0  
सहायक महानिदेशक (शिक्षा एवं भर्ती बोर्ड)  
Kamal Preet, IFS  
Assistant Director General  
(Education & Recruitment Board)



Phone No. 0135-2224809  
Phone No. 0135-2755119  
E-mail: kamalpreet@icfre.org

भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद्  
INDIAN COUNCIL OF FORESTRY RESEARCH & EDUCATION  
(पर्यावरण एवं वन मंत्रालय, भारत सरकार की एक स्वायत्त परिषद्)  
(An Autonomous body under the Ministry of Environment & Forests, Government of India)  
पो0 ओ0 न्यू फॉरेस्ट, देहरादून - 248 006 (उत्तराखण्ड)  
P.O. New Forest, DEHRA DUN - 248 006 (Uttarakhand)

No. 23-24/2014-ICFRE (RB)/100

Dated the 13<sup>th</sup> November, 2014

To

All DDGs/Director (IC)/ADGs/Head, DCC, ICFRE  
All Directors of Institutes/Centers under ICFRE



**Sub: Instruction regarding Annual Performance Report (APAR) in respect of Scientists in new format- regarding.**

Sir,

I am directed to forward herewith a copy of MoEF letter No. 2-11/2014-FE, dated 28.02.2014 and No. 02/02/2014-P.III, dated 19.02.2014 alongwith copy of new Format for writing of Annual Performance Report/Annual Work Report (APAR/AWR) (Scientist-B to Scientist-G) in respect of all the scientists working in ICFRE and its Institutes for adherence from 2014-2015 onwards.

Encl:-As above



Yours faithfully

*Kamal Preet*

(Kamal Preet)  
Asstt. Director General,  
Education & Recruitment Board  
Indian Council of Forestry Research and Education

Copy to :-

The ADG(IT & FS) for getting it placed on ICFRE website.

*ASG* *ASG*



NO. 2/9/Admvi. (A&R)/2013-14

Date 05<sup>th</sup> Dec. 2014.

Copy to all the Scientists working in ICFRE, Dehradun.  
for information & necessary action. ACR format may be  
downloaded from [www.icfre.org](http://www.icfre.org).

*05/12/14*  
कुलसचिव/Registrar  
वन अनुसंधान संस्थान  
Forest Research Institute  
देहरादून/Dehra Dun-248006

Sh. Komal  
6/3/14

6/3/14

F. No. 2-11/2014-FE  
Ministry of Environment & Forests  
Government of India  
\*\*\*\*\*

SECRETARY  
6/3  
07.03.2014  
137  
33

Paryavaran Bhawan, CGO Complex, IIT  
Lodhi Road, New Delhi-110003  
Dated the 28 February, 2014.

To,

1. The Director,  
Directorate of Forest Education,  
P.O. New Forest,  
Dehradun-248006.
2. The Director,  
Indira Gandhi National Forests Academy,  
P.O. New Forest,  
Dehradun-248006,
3. The Secretary,  
Indian Council of Forestry Research  
And Education,  
P.O. New Forest,  
Dehradun-248006,
4. The Director General  
Forest Survey India  
P.O. IPE,  
Kaulagarh Road  
Dehradun-248195,
5. The Director,  
National Zoological Park,  
Mathura Road,  
New Delhi.
6. Dy. Director,  
Wildlife Crime Control Bureau  
Bhikaji Cama Place,  
New Delhi-110066,

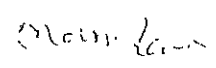
Subject:- New format for writing of APARs/AWRs of Scientists for the year 2013-14 in respect of Scientists of Ministry of Environment & Forests including its Attached & Subordinate offices –regarding.

Sir/Madam,

I am directed to forward an O.M.No.02/02/2014-P.III dated 19.2.2014 on the subject cited above forwarding therewith a new format for writing of Annual Performance Report/Annual Work Report (Scientist B to Scientist G) in respect of the Scientists of Ministry of Environment & Forests including its Attached & Subordinate offices and to request that the new APAR/AWR format may be adopted w.e.f. 2013-14 onwards.

Encl:- O.M.No.02/02/2014-P.III dated 19.2.2014(total 24 pages)

Yours faithfully,

  
(Malti Rawat)

Under Secretary to the Government of India

(433) 32

RTANT

No. 02/02/2014-P.III  
Government of India  
Ministry of Environment and Forests

Paryavaran Bhawan  
New Delhi - 110003

Dated 19<sup>th</sup> Feb., 2014

OFFICE MEMORANDUM

Subject :- New Format for writing of APARs/AWRS of Scientists for the Year 2013-14 in respect of Scientists of Ministry of Environment and Forests including its Attached and Subordinate Offices - reg.

The undersigned is directed to enclose herewith a new format for writing of Annual Performance Appraisal Report / Annual Work Report ( Scientist B to Scientist G ) in respect of the Scientists of the Ministry of Environment and Forests including its Attached and Subordinate offices as being adopted in the Ministry of Science & Technology (Deptt. of Science & Technology). All the Heads of the Administrative Divisions concerned of the Scientists are requested to adopt the new APAR/AWR format w.e.f. 2013-14 onwards in respect of their Scientists.

2. This has the approval of Secretary (E&F).

(B.S. BHANDARI)  
Under Secretary (P.III)

Encls. As above

Copy for necessary action to :

- (i) Director (NMNH) - NMNH
- (ii) Deputy Secretary - CS Division (for BSI and ZSI)
- (iii) Under Secretary - NRCDC, MoEF
- (iv) Under Secretary(P.I) - Ministry (Proper), MoEF
- (v) US (FE) - NZP/DFE/ICFRE etc.

SS  
20/2  
US (FE)

Copy for information to:

- (i) Ps to JS(AS)
- ✓(ii) Ps to JS(SS)
- (iii) Ps to Advisor (NMNH)
- (iv) Ps to Advisor (NRCDC)
- (v) Ps to Director (ZSI)
- (vi) Ps to Director (BSI)
- (vii) Ps to Deputy Secretary (A)

PI circulate

2.6.14  
2.6/2/14

SS (FE)

(B.S. BHANDARI)  
Under Secretary (P.III)

Sl. No. 291/US (FE)  
21/2/14

Sl. No. 291/US (FE)  
21/2/2014

पर्यावरण एवं वन मंत्रालय  
विज्ञान और प्रौद्योगिकी विभाग के वैज्ञानिकों  
के लिए

वार्षिक कार्यानिष्पादन मूल्यांकन प्रतिवेदन

Annual Performance Appraisal Report  
For  
Scientist of the Ministry of Environment & Forests

(वैज्ञानिक बी से वैज्ञानिक जी तक)  
(Scientist B to Scientist G)

वैज्ञानिक का नाम

Name of Scientist .....

समाप्ति वर्ष/अवधि का प्रतिवेदन

Report for the year/period ending .....

(131)

पर्यावरण एवं वन मंत्रालय  
निसर्ग और प्रौद्योगिकी विभाग

Ministry of Environment & Forests

प्रपत्र  
Form

पर्यावरण एवं वन मंत्रालय  
निसर्ग और प्रौद्योगिकी विभाग

Annual Performance Appraisal Report of Scientists of the Ministry of Environment & Forests

समाप्ति वर्ष/अवधि का प्रतिवेदन  
Report for the year/period ending .....

वैयक्तिक ब्यौरे  
PERSONAL DATA

भाग -1  
PART-1

(मंत्रालय/विभाग/कार्यालय के संबंधित प्रशासनिक अनुभाग द्वारा भरे जाने के लिए)  
(To be filled by the Administrative Section concerned of the Ministry/Department/Office)

- वैज्ञानिक का नाम  
Name of Scientist .....
- जन्म की तारीख (दिन/माह/वर्ष)  
Date of Birth (DD/MM/YYYY) ..... (शब्दों में)  
(in words) .....
- वर्तमान श्रेणी में लगातार नियुक्ति की तारीख  
Date of continuous appointment in the present grade ..... दिनांक  
Date ..... श्रेणी  
Grade .....
- वर्तमान पद तथा उस पर नियुक्ति की तारीख  
Present post and date of appointment thereto ..... पद  
Post ..... दिनांक  
Date .....
- वर्ष में कार्य से अनुपस्थिति की अवधि (छुट्टी प्रशिक्षण आदि पर) यदि उक्त अधिकारी ने प्रशिक्षण लिया है तो उसका विवरण दें।  
Period of absence from duty (on training leave etc.) during the year, if he has under gone training, specify.

जिस वैज्ञानिक का प्रतिवेदन लिखा जाना है उसके द्वारा भरे जाने के लिए  
To be filled in by the Scientist reported upon

170 30

1. किये गये कार्यों का संक्षिप्त विवरण  
Brief description of duties

(कृपया प्रविष्टियों को भरने से पहले अनुदेशों को ध्यान से पढ़ लें)  
(Please read carefully the instructions before filling the entries)

2. कार्य के जो लक्ष्य/उद्देश्य/ध्येय आपने स्वयं अपने लिए निर्धारित किये हों, या आपके लिए निर्धारित किये गये हों उन (परिणाम/मात्रा या अन्य रूप में) कार्यों की आठ-दस गद् प्राथमिकता के आधार पर बनाएं और हरेक लक्ष्य की दृष्टि से अपनी उपलब्धि बताएं (उदाहरण के लिए आपके प्रभाग के लिए वार्षिक कार्य योजना)  
Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target. (Example : Annual Action Plan for your Division)

लक्ष्य/उद्देश्य/ध्येय Targets/Objectives/Goals	उपलब्धियां Achievements

123

दौरान वैज्ञानिक और तकनीकी उपलब्धियों का व्यौघ दें  
State Scientific and Technical Achievements during the year

- (क) सामान्य
  - (a) General
  - (ख) प्रकाशित तकनीकी/वैज्ञानिक शोध पत्र
  - (b) Technical/Scientific papers published
  - (ग) उपर्जित अतिरिक्त अर्हताएं;
  - वैज्ञानिक/तकनीकी/प्रबंधन प्रशिक्षण कार्यक्रम में उपस्थिति और प्रस्तुत शोध पत्र
- (c) Additional qualification acquired, Scientific/Technical/Management training program attended and papers presented

4. (अ) कृपया मद 2 में बताए गए लक्ष्यों/उद्देश्यों/ध्द्यों की प्राप्ति में रही कमियों का संक्षेप में उल्लेख करें। यदि लक्ष्यों की प्राप्ति में कोई बाधाएं रही हों तो वे बताएं।  
 (A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2.  
 Please specify constraints, if any, in achlevng the targets.

(ब) कृपया उन मदों का भी उल्लेख करें जिनमें काफी अधिक उपलब्धियां रही है और उनमें अपने योगदान का भी उल्लेख करें।  
 (B) Please also indicate items in which there have been significantly higher achievements and your contribution, thereto.

5. कृपया उल्लेख करें कि क्या पूर्ववर्ती कलेंडर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की तारीख दी जाए।  
 Please state whether the annual return on immovable property for the preceding calendar year was filled within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filling the return should be given.

दिनांक:  
Date: .....

सूचना देने वाले वैज्ञानिक के हस्ताक्षर  
Signature of Scientist reported upon

## PART-3

सर्वोच्चतम वर्गीकरण का निर्धारण प्रतिवेदन तथा पुनर्विनिरीक्षण प्राधिकारी द्वारा किया जाना है जो 1-10 के पैमाने पर होना चाहिए, जहाँ 1 सबसे कम श्रेणी का तथा 10 उच्चतम श्रेणी का उल्लेख करता है।

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(कृपया प्रविष्टियों को भरने से पहले दिशा निर्देशों को ध्यान से पढ़ लें)  
(Please read carefully the guidelines before filling the entries)

(अ) कार्य निष्पादन का मूल्यांकन (इस भाग का भार 40% होगा)  
(A) Assessment of work output (weightage to this Section would be 40%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी (संदर्भ भाग-5 का पैरा 2) Reviewing Authority (Refer Para 2 of part-5)	पुनर्विलोकन प्राधिकारी के आद्याक्षर Initial of Reviewing Authority
i) पूर्वनियोजित कार्य की परिपूर्णता/विषय के आधार पर आवंटित किया गया कार्य Accomplishment of planned work/work allotted as per subject allotted			
ii) वैज्ञानिक और तकनीकी उपलब्धियाँ Scientific & Technical achievements			
iii) कार्य-निष्पादन की कोटि Quality of output			
iv) विश्लेषणात्मक योग्यता Analytical ability			
v) अपवादक कार्य की परिपूर्णता/किये गए अप्रत्याशित कार्य Accomplishment of exceptional work/unforeseen tasks performed			
निर्गत कार्य पर कुल मिलाकर श्रेणीकरण Overall Grading on 'Work Output'			

(ब) व्यक्तिगत विशेषताओं का मूल्यांकन (इस भाग का भार 30% होगा)  
(B) Assessment of personal attributes (weightage to this Section would be 30%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी (संदर्भ भाग-5 का पैरा 2) Reviewing Authority (Refer Para 2 of part-5)	पुनर्विलोकन प्राधिकारी के आद्याक्षर Initial of Reviewing Authority
i) कार्य की अभिवृत्ति Attitude to work			
ii) जिम्मेदारी का बोध Sense of responsibility			
iii) अनुशासन का अनुरक्षण Maintenance of Discipline			
iv) संप्रेषण क्षमताएं Communication skills			
v) नेतृत्व गुण Leadership qualities			
vi) दल की भावना में कार्य करने की क्षमता Capacity to work in team spirit			
vii) समय सारिणी का अनुसरण करने की क्षमता Capacity to adhere to time-schedule			
viii) परस्पर व्यक्तिगत संबंध Inter-personal relations			
ix) समग्र छवि एवं व्यक्तित्व Overall bearing and personality			
व्यक्तिगत विशेषताओं का कुल मिलाकर श्रेणीकरण Overall Grading on 'Personal Attributes'			



(स) प्रकार्यात्मिक सक्षमता का मूल्यांकन (इस भाग का भार 30% होगा)  
(C) Assessment of functional competency (weightage to this Section would be 30%)

	प्रतिवेदन प्राधिकारी Reporting Authority	पुनर्विलोकन प्राधिकारी (सर्व भाग-5 का पैरा 2) Reviewing Authority (Refer Para 2 of Part-5)	पुनर्विलोकन प्राधिकारी के आद्याक्षर Initial of Reviewing Authority
i) नियम/विनियम/कार्य एवं योग्यता के क्षेत्र में प्रक्रियाएँ एवं उनके सही प्रयोग की जानकारी Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly.			
ii) नीतिबद्ध योजना बनाने की क्षमता Strategic planning ability			
iii) निर्णय लेने की क्षमता Decision making ability			
iv) समन्वय क्षमता Coordination ability			
v) अधीनस्थ को प्रेरित एवं विकसित करने की क्षमता Ability to motivate and develop subordinates			
vi) पहल शक्ति Initiative			
प्रकार्यात्मिक सक्षमता पर कुल मिलाकर श्रेणीकरण Overall Grading on 'Functional Competency'			

भाग-4  
PART-4

सामान्य  
GENERAL

1. जनता के साथ भागीदारी (जहाँ भी प्रयोज्य)

Relations with the public (wherever applicable)

(जनता की आवश्यकताओं का उत्तरदायित्व एवं वैज्ञानिक तक अग्रिम पर कृपया टिप्पणी दें।)

(Please comment on the Scientist's accessibility to the public and responsiveness to their needs.)

2. प्रशिक्षण

Training

(कृपया वैज्ञानिक की प्रभाविता एवं कार्य क्षमताओं में और अधिक सुधार और वृद्धि करने की दृष्टि से उसके प्रशिक्षण के लिए सिफारिशें करें)

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the scientist)

स्वास्थ्य की स्थिति  
State of Health

(126)

(28)

4. सत्यनिष्ठा  
Integrity

(कृपया वैज्ञानिक की सत्यनिष्ठा पर टिप्पणी दें)  
(Please comment on the Integrity of the scientist)

5. प्रतिवेदन अधिकारी द्वारा वैज्ञानिक की समस्त विशेषताओं की तस्वीर (लगभग 100 शब्दों में) जिसमें सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र, असाधारण उपलब्धियाँ, वैज्ञानिक और तकनीकी उपलब्धियाँ (संदर्भ भाग 2 का 3) महत्त्वपूर्ण असफलताओं (संदर्भ भाग-2 का 4(अ)) एवं 4(ब) एवं दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो।  
Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the scientist including area of strengths and lesser strength, extraordinary achievements, scientific & technical achievements (refer 3 of Part 2) significant failures (ref: 4(A) & 4(B) of Part-2) and attitude towards weaker sections.

6. प्रतिवेदन के भाग-3 के खंड अ, ब तथा स में दिए गए भारांश के आधार पर कुल मिलाकर संख्यात्मक वर्गीकरण।  
Overall numerical grading on the basis of weightage given in Section A, B and C in Part-3 of the Report.

स्थान :  
Place : .....  
तारीख :  
Date : .....

प्रतिवेदन अधिकारी के हस्ताक्षर  
Signature of the Reporting Officer

नाम साफ अक्षरों में:  
Name in Block Letters : .....  
पदनाम:  
Designation : .....  
प्रतिवेदन की अवधि में:  
During the period of Report : .....

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11-5  
PART-5

1. पुनर्विलोकन अधिकारी की अभिवृत्ति:  
Remarks Of The Reviewing Officer

पुनर्विलोकन अधिकारी के अन्तर्गत सेवा काल  
Length of service under the Reviewing Officer

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2. क्या आप भाग-3 व भाग-4 में निर्गत कार्य तथा विभिन्न गुणों के संबंध में प्रतिवेदन अधिकारी द्वारा किये गये मूल्यांकन से सहमत हैं? क्या आप वैज्ञानिक की असाधारण उपलब्धियों/महत्वपूर्ण असफलताओं के संबंध में किये गये मूल्यांकन से सहमत हैं? (संदर्भ: भाग-3(अ)(v) तथा भाग-4(5)) (यदि आप प्रतिवेदन अधिकारी द्वारा दिये गुणों के किसी संख्यात्मक मूल्यांकन से सहमत नहीं हैं तो कृपया अपना मूल्यांकन इस खण्ड के दिये गये स्तंभ में दे तथा विद्यमानता को आद्यक्षर करें)।  
Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 & Part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the scientist reported upon? (Ref.: Part-3(A)(v) and Part-4(5)) (In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries).

हाँ Yes	नहीं No
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3. असहमत होने की स्थिति में कृपया इसके कारण बतायें, क्या कोई ऐसी बात है जिसे आप कुछ बदलना या जोड़ना चाहते हैं?  
In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

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4. पुनर्विलोकन अधिकारी द्वारा कलम तस्वीर। कृपया समालोचन करें (लगभग 100 शब्दों में) जिसमें वैज्ञानिक की समस्त विशेषताओं की सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र एवं उसकी दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो।

Pen Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the scientist including area of strengths and lesser strength, scientific and technical achievements and his attitude towards weaker sections.

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5. प्रतिवेदन के भाग 3 के खंड-अ, खंड-ब तथा खंड-म में दिए गए भारश के आधार पर कुल मिलाकर संख्यात्मक वर्गीकरण।  
Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part-3  
of the Report.

(24) (27)

स्थान / Place :

तारीख / Date :

पुनर्विलोकन अधिकारी के हस्ताक्षर  
Signature of the Reviewing Officer

नाम (साफ अक्षरों में):  
Name in Block Letters : .....

पदनाम:  
Designation : .....

प्रतिवेदन की अवधि में:  
During the period of Report : .....

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संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने संबंध दिशानिर्देश

Guidelines regarding filling up of APAR with numerical grading

(i) एपीएआर के स्तंभ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।  
The columns in the APAR should be filled in with due care and attention and after devoting adequate time.

(ii) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्मित कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) को विशिष्ट अफसलताओं के मार्ग से कलम चित्र में पर्याप्त रूप से औचित्य दिया जाएगा और इसी प्रकार 9 अथवा 10 के किसी श्रेणी के संबंध में विशिष्ट उपलब्धियों के संबंध में औचित्य दिया जाएगा। श्रेण 1-2 अथवा 9-10 विरल होती हैं अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन प्राधिकारियों को किसी अधिकारी का दर्जा निर्धारण उनके अधीन बही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।

It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.

(iii) एपीएआर का 8 से 10 के बीच का वर्गीकरण "उत्कृष्ट" लिया जाएगा तथा सूचीकरण/प्रोन्नति के लिए औसत प्राप्तांक की गणना करने के लिए प्राप्तांक 9 दिया जाएगा।

APARs graded between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion/FCS.

(iv) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण "बहुत अच्छा" लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।

APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.

(v) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण "अच्छा" लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।  
APARs graded between 4 and short of 6 will be rated as "Good" and will be given a score of 5.

(vi) एपीएआर का 4 से कम वर्गीकरण "शून्य" लिया जायेगा।

APARs graded below 4 will be given a score of "Zero".

Time schedule for preparation/completion of APAR  
(Reporting year – Financial Year)

S.No.	Activity	Date by which to completed
1.	Distribution of blank APAR forms to all concerned (i.e. to Officer to be reported upon where self-appraisal has to be given and to Reporting Officers where self-appraisal is not to be given)	31st March (This may be completed even a week earlier)
2.	Submission of self-appraisal to Reporting Officer by Officer to be reported upon (where applicable)	30th April
3.	Submission of report by Reporting Officer to Reviewing Officer	31st May
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section / Cell or accepting authority, wherever provided.	30th June
5.	Appraisal by accepting authority, wherever provided	31st July
6.	(a) Disclosure to be Officer reported upon where there is no accepting authority (b) Disclosure to the Officer reported upon where there is accepting authority	15th July 15th August
7.	Receipt of representation, if any, on APAR	15 days from the date receipt of communication
8.	Forwarding of representation to the competent authority (a) where there is no accepting authority for APAR (b) where there is accepting authority for APAR	15th August 15th September
9.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15th October
11.	End of entire APAR process, after which the APAR will be finally taken on record	31st October

(12)

Annexure - III

(42)

पर्यावरण एवं वन मंत्रालय  
~~विज्ञान और प्रौद्योगिकी विभाग~~ के वैज्ञानिकों  
के लिए  
मूल्यांकन प्रतिवेदन

Annual Work Report  
for  
Scientists of the Ministry of Environment & Forests  
(For FCS Promotions)

(Scientist 'B' to Scientist 'F')

1. अधिकारी का नाम  
Name of Scientist .....
2. समाप्ति वर्ष / अवधि का प्रतिवेदन  
Report for the Year / period ending .....

Ministry of Environment & Forests

प्रपत्र  
Form

पर्यावरण एवं वन मंत्रालय

विज्ञान और प्रौद्योगिकी विभाग के वैज्ञानिकों के लिए मूल्यांकन प्रतिवेदन  
Annual Work Report of Scientist of Ministry of Environment & Forests

समाप्ति वर्ष / अवधि का प्रतिवेदन  
Report for the Year / Period ending.....

वैयक्तिक ब्यौरे  
Personal Data

भाग- 1  
Part - 1

(मंत्रालय/विभाग/कार्यालय के संबंधित प्रशासनिक अनुभाग द्वारा भरे जाने के लिए)  
(To be filled by the Administrative Section concerned of the Ministry / Department / Office)

1. अधिकारी का नाम  
Name of Scientist .....

2. जन्म की तारीख (दिन/माह/वर्ष) (शब्दों में)  
Date of Birth (DD/MM/YYYY) ...../...../..... (in words).....

3. वर्तमान श्रेणी में लगातार नियुक्ति की तारीख (दिनांक) (श्रेणी)  
Date of continuous appointment Date ..... Grade.....

4. वर्तमान श्रेणी में लगातार नियुक्ति की तारीख (पद) (दिनांक)  
Present post and date of appointment There to Post..... Date .....

5. वर्ष में कार्य से अनुपस्थिति की अवधि (छुट्टी प्रशिक्षण आदि पर) यदि उक्त अधिकारी ने प्रशिक्षण लिया है तो उसका विवरण दें  
Period of absence from duty (on training Leave etc.) during the year, if he has under gone training, specify.



(71A)

(44)

Annual Work Report

Part A

SELF ASSESSMENT BY THE OFFICER REPORTED UPON

1. Name :

2. Designation :

3. Area of S&T Function :

4. Brief Description of S&T work function :

5. S&T output indicators for assessment and measurement of work function (as appropriate to the officer)

6. Enumeration of major outputs from S&T Function

7. Innovation content of work done (about 100 words)

Contd.

(118) (24)

8. Major impact reported during the financial year (if any) for work done during previous year

9. Scientific and technological methodologies used in the work function

10. Suggestions (if any) for work functions based on new or emerging scientific principles

11. New technologies if any introduced by the officer in work plan / functions

12. Any other highlight of special S&T content in the work

(12)

year

(46)

13. One page summary of the scientific and technical elements in the work done during the final year

14 Quantified S&T outputs as per the selected indicators (as annexed)

(116)

(23)

Signature of the officer reported upon :

(115)

(48)

Part-B  
ASSESSMENT BY THE REPORTING AUTHORITY

1. Accuracy of the S&T work report

- a. Generally accurate
- b. Modifications needed (please specify)

2. Scientific merit of the work done

(1-10%) (10-33%) (33-50%) (50-75%) (Bottom 25%)

3. Short summary of the innovative content of the work done

4. General assessment of the scientific work report (in brief)

5. Final grading

(1-10%) (10-33%) (33-50%) (50-75%) (Bottom 25%)

Signature of the Reporting Officer :



(113)

(50)

Ann. sure  
(to Annual Work report)

1. Lectures delivered in universities/seminars/ industry meets
  - a. Enrolled
  - b. Invited
2. Books edited or written
3. Research publications
4. State- of -the Art Reports prepared on the subject handled or otherwise
5. Annual reports prepared
6. Internal reports generated
7. New S&T areas/ gaps identified for enlarging the scope of the existing schemes
8. New S&T identified and nurtured and S&T inputs added to ongoing schemes
9. Data bases prepared for scientific handling of the projects

Contd.

(10)

(11)

10. Scientific and evidence-based initiatives taken to enlarge the infrastructure base of development across the country

11. Identification of New Areas for demonstration of technologies and follow-up

12. Project Monitoring Parameters evolved and deployed

13. Technology intelligence/ assessment report prepared for S&T

14. S&T inputs provided to inter-Ministerial discussions in various committees

15. Number of projects scientifically evaluated for closure during the year

16. Networked Programmes initiated (please give numbers and salient features of your contribution)

- a. Between lab to lab
- b. Lab and industry
- c. Bilateral
- d. Multilateral

17. Policies/ Bills prepared during the year

18. Awards/ Membership of Institutions/ Academies

19. Others (please specify)



Time schedule for preparation/completion of AWRs  
(Reporting year - Financial Year)

S.No.	Activity	Date by which to completed
1.	Distribution of blank AWR forms to all concerned	31st March (This may be completed even a week earlier)
2.	Completion of Part A by the scientist concerned and submission to Reporting Officer	30th April
3.	Completion of Part B by the Reporting Officer and submission to Recruitment Section / Administration	31st May
4.	Completion of Part C of Level I Screening Committee	At the time of consideration for FCS promotions

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